

REGULATION

Appointing Authority Letter Reference: CS-6757	Effective Date: 10-1-94 August 20, 2000	Index Reference: Appraisal Methods	Regulation Number: 3.11
Issuing Bureau: Human Resource Services	Rule Reference: Rule 3-1. 1, 3-1.2, 3-1.3, 3-1.4, 3-1.5	Replaces: Regulation 3.16, 3.17 (CS-6757, 10-1-95)	
Subject: WRITTEN, ELECTRONIC, AND OTHER APPRAISAL METHOD ADMINISTRATION			

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AUTHORITY

~~The Michigan Constitution of 1963, Article XI, Section 5, states:~~

~~The commission shall . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.~~

1. PURPOSE

The purpose of this ~~procedure regulation~~ is to define ~~and outline~~ the standards governing the application, administration, and scoring of Department of Civil Service written, electronic and other appraisal methods to establish standards for workforce need appraisals.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

~~Chapter 3 of the Michigan Civil Service Commission Rules provides the basis for examination of applicants for all positions in the state classified service.~~

A. 3-2.13-1.1 *Authority.* — ~~The state personnel director is authorized to certify as qualified each person appointed or promoted in the classified service.~~ {[Ref. Commission Meeting July 2000.](#)} *The department of civil*

service shall prepare or approve examinations for all classified positions.
Examinations are referred to as appraisal methods in these rules.

B. 3-2.23-1.2 Content and Method. — ~~Examinations shall consist of Appraisal~~ methods ~~that~~ must assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's ~~examination~~appraisal results.

C. 3-2.33-1.3 Application ~~and Schedule of Examinations~~ — The department of civil service shall establish procedures for persons seeking positions in the classified service. ~~The department shall publish an examination schedule.~~

D. 3-2.43-1.4 Reasonable Accommodations — The department of civil service shall make reasonable accommodations in its application and ~~examination-appraisal~~ process for a person with a disability who makes a reasonable request for accommodation in advance. The department of civil service may offer an alternative evaluation method for a person with a disability if the person is unable to participate in the regular ~~examination-appraisal~~ process. The department of civil service ~~needs~~ not required to make an accommodation that would cause undue hardship ~~on the department.~~

E. 3-2.73-1.5 Integrity of Process. — To be considered for appraisal or appointment ~~An an~~ applicant shall comply with the established procedures and processes.

a. **Prohibited Practices.** During the application, ~~examination~~appraisal, or appointment process, ~~a~~applicant person shall not do any of the following:

- (1) Make any false statements or omissions of a material fact;
- (2) Misrepresent education or experience;
- (3) Engage in deception or fraud;
- (4) Cheat;
- (5) Compromise the integrity of the appraisal process;
- (6) Violate rule 2.6, Drug and Alcohol Testing.

- b. **Sanctions.** *If the department of civil service finds that an applicant has engaged in any prohibited act, the department may do any of the following:*
- (1) *Cancel or limit the applicant's eligibility for state employment;*
 - (2) *Require the separation of the applicant from state employment; ~~or~~*
 - (3) *Impose any other or additional sanction that is appropriate.*

3. DEFINITIONS OF TERMS

A. Civil Service Commission Rule Definitions:

1. **Applicant Pool** means a group of applicants whom the Department of Civil Service has determined to be qualified.

B. Additional Definition(s) as used in this Regulation:

1. **State Employee Applicant** — The following individuals are considered state employees for written, ~~and~~ electronic, and other appraisal methods and applicant pool purposes:
- ~~(1)~~ a. Those presently employed on a career or non-career basis.
 - ~~(2)~~ b. Employees on layoff from a classified position.
 - ~~(3)~~ c. Employees on a leave of absence whose rights to return to active employment are guaranteed.
 - ~~(4)~~ d. Individuals currently in the disability retirement program or Return to Work Program.
 - ~~(5)~~ e. Individuals appointed to executive branch unclassified positions.
 - ~~(6)~~ f. Employees and members of the state legislature and judiciary.
 - ~~(7)~~ g. Special personal services employees.

4. STANDARDS

A. NOTICE

1. The Department of Civil Service shall establish procedures for persons seeking positions in the classified service.
 - a. The written, ~~and~~ electronic, and other appraisal method procedures shall include appraisal method numbers and titles, and anticipated appraisal dates.
 - b. Written, ~~and~~ electronic, and other appraisals open to the general public will be identified in the appraisal method procedures.
2. An appraisal method announcement shall be published for each appraisal method listed in the procedures and will contain information specific to the appraisal, including the application procedure and the retake policy.

B. ELIGIBILITY

1. ~~If possible, a~~ Applications ~~shall will~~ be accepted ~~on an open continuous basis for state employee applicants consistent with work force needs~~ for all written, ~~and~~ electronic, and other appraisal methods.
2. Applicants will not be scheduled to take a written, ~~or~~ electronic, or other appraisals for classifications ~~when for which~~ they already possess a passing score.

NOTE: In the event that the applicant pools are being replaced as a result of modification to an existing written, ~~or~~ electronic, and other appraisal methods or a newly developed appraisal method, persons in the existing applicant pool will be notified of the need to participate in the new appraisal method.

3. An applicant must fulfill the requirements for at least one classification covered by the appraisal method on the date their credentials are reviewed by the Department of Civil Service in order to be scheduled for the written, ~~or~~ electronic, or other appraisal.
4. Applicants may take a specific written or electronic appraisal as often as permitted for that appraisal method. Retake time frames for specific appraisals ~~may will~~ be found addressed in the appraisal announcement.
5. Applicants who are ineligible for a written, ~~or~~ electronic, or other appraisal may file an appeal in accordance with the established guidelines,

procedures, and limitations, as set forth in Regulation 2.03, "Technical Appeal Process."

C. APPRAISAL ADMINISTRATION

1. Application, administration, and scoring processes for all applicants shall be in conformance with established internal procedures.
2. If scheduled for a written, ~~or~~ electronic, or other appraisal, applicants may request an alternate appraisal date for reasons of emergency or unalterable prior commitments. Requests should be submitted in writing, to the Department of Civil Service.
3. Persons with disabilities needing reasonable accommodation to participate in a written, ~~or~~ electronic, or other appraisal process should submit a written request indicating the type of accommodation needed and the specific appraisal desired. The request must be made prior to the appraisal administration. The Civil Service component coordinator will approve or deny the accommodation request. Some disabilities may preclude participation in the written, ~~or~~ electronic, or other appraisal process, with or without reasonable accommodation. These applicants may be eligible for the "Twelve-Month Trial Appointment Process for Persons with Disabilities" (see Regulation 3.073.05).

D. WORKFORCE NEED APPRAISALS

1. ~~Supplemental Workforce Need:~~ A request for a workforce need appraisal must include one, or any combination, of the following criteria:
 - a. Geographic inadequacy of applicant pool.
 - b. Change of program priorities.
 - c. New program or service initiatives.
 - d. Employee turnover or retirements.
 - e. Reorganizations.
 - f. Applicant pool under-representation.
 - g. Any other reason approved by Department of Civil Service.
2. Requests must be made by the ~~agency personnel department human resource~~ offices and must specify the criterion (geographic list inadequacy or workforce supplementation) under which the requests are being made.

3. An immediate workforce need must be demonstrated.
4. A workforce need appraisal may not be approved if a regularly scheduled administration will take place within twenty-eight (28) calendar days. If it is feasible and appropriate, applicants may be added to the appraisal in process.
5. Applicants scheduled for workforce need appraisal may not request to be rescheduled for the appraisal, unless they are otherwise eligible to take the next administration.
6. Applicants will be placed in applicant pools for all classifications ~~tested~~ in the appraisal component for which they qualify.
7. If a workforce need appraisal is approved, the requesting department ~~shall~~ may assist the Department of Civil Service in the following:
 - a. Identifying potential applicants of the proposed appraisal.
 - b. Gathering Civil Service Applications (CS-102) and any other required documents from interested applicants and submitting them to the Civil Service agency liaison by a mutually agreed-upon date.
8. The Department of Civil Service will expedite, ~~to the extent possible,~~ the scheduling and scoring processing of workforce need appraisals.

E. REMOVAL FROM APPRAISAL PROCESS

1. Applicants may be removed from the written, ~~or~~ electronic, or other appraisal process for any of the reasons specified in Section 3-1.5 of the *Michigan Civil Service Commission Rules*.
2. The Department of Civil Service shall enforce appraisal integrity and apply sanctions as a result of violations, in accordance with Rule 3-1.5.

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS BHRS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.